



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE
AND FORT GORDON
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FORT GORDON GEORGIA 30905-5735

ATZH-DC

31 January 2012

MEMORANDUM FOR US Army Signal Center of Excellence Personnel

SUBJECT: Policy for Alternative Work Schedules (AWS)

1. References:

- a. Title 5 United States Code, Chapter 61, Subchapter 61, 3 January 2011.
- b. 5 Code of Federal Regulations, Chapter 1, Part 610, 3 January 2011.
- c. DoD Financial Management Regulation, Volume 8, Chapter 2, Section 0202, Part 020206 B 2 a, 6 April 2009.
- d. U.S. Office of Personnel Management Handbook for Alternative Work Schedules, 2006.

2. The purpose of this memorandum is to establish a policy which governs the establishment of an AWS for Civilian employees.

3. The AWS has been utilized throughout the Government for many years and remains an excellent and viable management tool. Its usefulness and popularity is unquestionable. However, management must ensure that an established AWS takes into consideration the mission requirement, service to the public, impact on efficiency of the organization, and impact on individuals. Management retains the right to maintain an adequate workforce that meets mission requirements; thus, an AWS requires management approval and may be cancelled based on the mission.

4. An AWS allows employees to elect to work either a Flexible Work Schedule (FWS) or a Compressed Work Schedule (CWS). Regardless of schedule selection, full time employees are required to work 80 hours in a biweekly pay period. All work must be performed in ten or fewer days during biweekly pay period.

- a. A FWS splits the workday into two categories: Core time and flexible time. Employees must be present for duty during core hours, which for the Signal Center of Excellence has been established as 0900-1500. Flexible time means a type of flexible work schedule in which an employee is allowed to select starting and ending times within limits determined by management. The employee is still required to work 8 hours per day and 40 hours per week. Based upon management's approval, employees may

ATZH-DC

SUBJECT: Policy for Alternative Work Schedules (AWS)

select an arrival or departure time for each day and may change that arrival or departure time for each day as long as it is within the established flexible hours.

b. A CWS is a fixed schedule which enables full-time employees to complete the basic work requirement of 80 hours in fewer than 10 workdays of a biweekly pay period by increasing the number of hours in each workday. Employees who elect to work a CWS are not allowed to flex their arrival or departure times. The arrival and departure times are set, as are the days on which they are to complete the basic work requirement. The two most common compressed schedules are outlined below.

(1) The four ten-hour day schedule: The employee works four ten-hour work days with one regularly scheduled day off each work week. The scheduled day off will be the same day for both work weeks.

(2) The five to four nine hour per day schedule: The employee will work eight nine-hour days and one eight-hour day, with one scheduled day off every pay period. The employee may elect their scheduled day off either the first or second week of the pay period.

"In lieu of" Holiday: All employees who participate in a compressed work schedule are entitled to an "In lieu of" holiday when the holiday falls on the scheduled day off. In such cases, the employee's holiday is the basic workday immediately preceding the scheduled day off. An employee is not entitled to another day off as an in "lieu of" holiday if a federal office or facility is closed on a holiday because of weather emergency or when employees are furloughed on a holiday.

5. Employees desiring an alternate work schedule will submit a written request to their supervisor with a copy of their proposed work schedule a minimum of two full pay periods prior to the desired start date of the new schedule (see enclosure). Managers should review and assess the impact of the employee's participation in an AWS to ensure it will not affect mission requirements. When more than one employee requests an AWS, and this would affect the mission, the employee with seniority will be provided the opportunity to work the AWS. Managers will discuss concerns with the employee, and if the AWS request is approved, provide a written agreement on the work schedule to the employee a minimum of one work week prior to the effective date of the schedule change. Upon approval of an established AWS, a schedule change may only occur once a quarter.

6. If an employee is required to go on temporary duty for any amount of time during a pay period, that entire pay period will revert to a five day eight hours per day work schedule.

ATZH-DC

SUBJECT: Policy for Alternative Work Schedules (AWS)

7. Managers are reminded that allowing participation in an AWS places more responsibility on both the manager and the employee, and requires a greater measure of trust and confidence between the two parties.

8. The proponent for this action is the G-1, at (706) 791-0139/8162.

Encl
as

A handwritten signature in dark ink, appearing to read "Michelle M. Fraley", is written over the printed name and title.

MICHELLE M. FRALEY

COL, SC

Acting Deputy to the Commanding General

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Date

MEMORANDUM FOR

SUBJECT: Change in Compressed Work Schedule (CWS)

1. Request approval to work the following change in compressed work schedule:

Day of Week:	Mon	Tue	Wed	Thu	Fri	TOTAL
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First Week of Pay Period: _____

Second Week of Pay Period: _____

TOTAL = 80

2. The reason for the change in CWS is _____

3. My tour of duty hours will be _____

4. Lunch period will be _____

5. This request is for the pay period beginning _____ and will remain in effect until further notice.

6. I understand that by requesting a CWS my overtime entitlements are limited to hours in excess of the 8, 9, or 10 hours scheduled.

Printed Name

Signature

_____ Approved _____ Disapproved

Supervisor sign here

Supervisor's Name Here

Supervisor's Title Here

Encl